

**To:** Honorable Mayor Price and Members of the City Council

**cc:** Denis Fitzgibbons, City Attorney  
City Manager's Executive Management Team

**From:** Gregory E. Rose, City Manager

**Date:** January 8, 2015

**RE:** City Manager Report

### **ACTIVITIES and EVENTS**

- **Coffee with the Chief:** January 10, members of the Maricopa Police Department will host this year's first Coffee with the Chief at the police station (39675 W. Civic Center Plaza) from 8-9 a.m. Members will be doing an overview of department activities and accomplishments for 2014 as well as discussing goals for 2015.

### **GENERAL INFORMATION**

**2040 Vision Steering Committee:** Training for citizens participating in the 2040 Vision Issue Project Teams was held on January 7. The teams will work steadily for the next several weeks to more fully develop the Strategic Vision Elements. This work will be the foundation of the final 2040 Vision Strategic Plan.

**Current City Recruitments:** Please click on the following link,  
<http://www.maricopa-az.gov/web/jobs-portal>.

### **Future Council Agenda Items**

- Please see attached report.

### **Economic Development**

- **Business Licensing Project:** In accordance with Arizona Revised Statutes, public notice of proposed fees must be provided for a 60-day period before City Council consideration for approval. The fees and proposed City Code amendments are posted on the [City website](#). Staff presented proposed business regulations and fees for the following: Massage, Tattoo and/or Body Piercing, and Off Track Betting establishments during the December 16 council meeting.
- **Copper Sky Commercial Site RSOQ:** The deadline to submit proposals is February 2, 2015. A [Request for Statement of Qualifications](#) has been issued seeking a development partner for an 18-acre Copper Sky Commercial Site.

- **Heritage District Citizens Advisory Committee:** The Committee will hold its monthly meeting on Thursday at 5:30 p.m. at the Fire Station 575 Community Room. Included on the agenda is a presentation on Planning Division efforts to implement the new Zoning Code's Mixed-Use Heritage Overlay District and Transportation Corridor Overlay District.
- **Maricopa Advocate Program:** On Wednesday, staff gave a presentation on the Maricopa Advocate Program at the Maricopa HOA Managers Luncheon.
- **MCE Angel Investing Event:** Next Wednesday, January 14, the Maricopa Center for Entrepreneurship will host an event on angel investing that will cover such topics as: what angel investing is, who angel investors are, the kinds of loans angel investors make, and the kinds of people or companies angels invest in. [Click here for more information.](#)
- **MCE Professional Series Seminar:** The Maricopa Center for Entrepreneurship hosted a free workshop on Thursday featuring guest speaker Shelley Gillespie. The book writing coach and marketing expert discussed how businesses can achieve success through targeted marketing to Millennials. [Click here to learn more about upcoming events at MCE.](#)
- **New Businesses:** Since the last report, the City received new business license applications from four home-based businesses, one with a commercial location, and three from out-of-town that will be doing business in Maricopa. Those businesses are: Achen-Gardner Construction (OOT), First Choice Maintenance (OOT), JLC Enterprise (HB), Maricopa Center for Entrepreneurship (COM), Romp and Roam at Home (HB), Stepn 2 the Beat (HB), Sugar Ray's Confectionery Catering (HB), and Wilson & Company (OOT).

## **Public Works**

### **Capital Projects**

- **Honeycutt Road Widening Project:** Construction crews are back on site, resuming the work on the widening of Honeycutt Road from White and Parker Road to Porter Road. Construction should be completed by the end of May.
- **Vehicle Feedback Signs:** Speed feedback sign installation is complete, with signs erected in the areas of Santa Rosa, Maricopa, and Butterfield Elementary Schools. The signs will be programmed and activated later this month. Street speed limit signs with incorrect speed limits have been corrected.
- **Public Works/Fleet/Fire Building:** Staff is seeking Council approval of the construction contract on January 20. Once approved, construction activities will begin in February with site demolition and grading.
- **Copper Sky Police Substation:** The Architect is addressing City comments on design and is working on a presentation to be given to the Planning and Zoning Commission in January. Staff anticipates receiving Council approval of a preconstruction services contract on January 20.

- **Edison Road Improvements:** Design plans have been submitted for City review. Staff anticipates Council approval of a preconstruction services contract on January 20.

### **Engineering**

- The Edison Road plans are being reviewed.
- There are currently four projects in for engineering review.

### **Street Maintenance**

- Assisted Code Compliance by removing illegal signage from rights-of-way.
- Graded Porter Road.
- Removed weeds and debris from rights-of-way.
- Crack sealing of streets is currently underway throughout the city.

### **Development Services**

#### **Building Safety**

- The City received a total of 1,087 building permits in 2014. This is slightly up from 1,009 permits in 2013 and 871 in 2012 (all “calendar years”). Please see attached table summarizing the total and types of building permits each month.

#### **Planning**

- The City received a total of 114 planning applications in 2014. This is slightly up from 110 applications in 2013 and 27 in 2012 (all “calendar years”). Please see attached table summarizing the total and types of applications received.

#### **Transportation/Transit**

- On December 31, Arizona Department of Transportation Multimodal Division placed the order for three minivans to be used in expansion of COMET service in Maricopa. Service expansion will commence upon receipt of the minivans, anticipated for mid-spring 2015. Service expansions include a new limited fixed route service and local Demand Response (curbside service) on Tuesdays and Thursdays, which is not currently offered. Existing transit service will remain unchanged this fiscal year.
- Staff met with Wilson and Company on January 6 to prioritize work tasks for the Regional Transportation Plan 2015 Update. Priority tasks include creation of a City Master Transportation Plan and elements of the plan for Regional Connectivity.
- COMET ridership for the week ending December 19: 36 passengers, 87 trips.
- COMET ridership for the week ending December 26: 55 passengers, 55 trips.
- COMET ridership for the week ending January 2: 30 passengers, 31 trips.

## **Community Services News**

### **Recreation, Fitness, Aquatics, and Programs:**

- Memberships: 5,549; 1 Adult: 373; 2 Adult: 472; Senior: 122; Senior Couple: 202; Family: 3,339; CS Punch: 446; Youth/Student: 204; Silver Sneakers: 102; Ak-Chin: 296; day passes sold to date: 10,688.
- Total distance traveled on Cardio Equipment 4,000 miles over the week.
- Total hours spent on Cardio Equipment 7,000 over the last week.
- Total number of Cardio Equipment workouts over 1,300 last week.
- Over 1,500 Weight Room Workouts over the last week.
- Over 300 group exercise attendees over the last week.
- Recreation staff participated in the Arizona Parks and Recreation Association Sports and Aquatics Branch Meeting on January 7 via conference call.
- StarGuard Instructor Training is set for February 5-6. There are 3 current instructors enrolled for annual re-certification.
- Swim Team: Maricopa Marlin Swim Club is now offered as a monthly membership. Flyers, posters, message boards, and our website have been updated with this information, as well as an e-blast was sent!
- Monday, January 5 kicked off the winter season for enrichment classes.
- Richard Oritz is the first student to participant in Copper Sky's college senior internship program. Richard's internship will start January 12 and once completed, he will have met all requirements for graduation from Arizona State University.
- For the winter season, 17 new classes were added to the PLAY Maricopa activity guide. These classes include Nuts & Bolts of Safe Hiking; Courtesy Club, Manners, Modeling & More; Beginner/Intermediate Microsoft Word, Beginner Microsoft PowerPoint, Pickleball lessons for seniors, adults, and families; Tumbling Pom & Cheer, Mommy/Daddy & Me Fitness; Tiny Tot Soccer; Tiny Tot T-ball; Tiny Tot Fitness; Creating Your Own Art Journal; Spanish for Travelers Part I & II, and Basic Interior Design Part I & II.
- Child Watch had 294 children in their care this week.
- The Youth Council elected new officers at their December 30 meeting. Please congratulate Austen Pearce as the new Chair, Sam Corrales as the new Vice-Chair, and Bianca Guzman as the new Secretary. The Council is excited to begin working on several different projects planned for this year.
- Youth Council has planned for January 19 from 10:30 a.m.-12 p.m., at Copper Sky to celebrate Martin Luther King Jr. Day. They plan to share picture books about Martin Luther King Jr. and diversity and help children with a craft. You do not need to be a member to attend this event.
- On January 3, Copper Sky partnered with United Blood Services to host the first Blood Drive held at the facility.

## **Library**

- Door Count, 4,306 visitors; 56 items added to collection; 71 new library cards issued; 5,219 checkouts; 214.25 hours of computer use.

## **Library Programs**

- **Friday, January 9**, 12 p.m. Maricopa Cookbook Club. Come to this inaugural meeting to choose your cookbook to review next week.
- **Monday, January 12**, 5 p.m. Friends of the Maricopa Library meeting. The friends meet monthly to discuss and plan projects in support of the library.
- **Tuesday, January 13**, 9:30 and 10:15 a.m. Preschool Storytime. Discover new stories, rhymes, flannel boards, and songs in this active, fun-filled, half-hour program designed to help build early literacy skills as your child gets ready to read.
- **Tuesday, January 13**, 1:30 p.m. Friends of the Maricopa Public Library meeting. The Friends meet monthly to discuss and plan projects in support of the library.
- **Tuesday, January 13**, 3:30 p.m. Tale Waggers. Come read to PJ the Dog. For struggling readers and animal lovers.
- **Wednesday, January 14**, 9 a.m., 11:15 a.m., and 2:15 p.m. Fun Van (advance registration required). Kids play and learn while parents and caregivers meet to discuss parenting skills.
- **Wednesday, January 14**, 5:30 p.m. Reading Rebels Youth Adults Book Club.
- **Thursday, January 15**, 9:00 a.m. Lapsit for parents and children aged 0-12 months. Early learning fun with rhymes, bounces, songs and stories.
- **Thursday, January 15**, 9:30 a.m. Movers and Shakers Storytime. Explore early literacy with books, finger plays, stories and songs just for toddlers one to three years old with an adult.
- **Thursday, January 15**, 3:45 p.m. School Age Storytime. Stories are interactive and the craft is great fun.

## **Parks**

- Copper Sky
  - Removed holiday lights and wreath.
- Pacana Park
  - Worked on Ball field 1 installing bases and pitcher plates; Continued work on Pacana CIP irrigation and concrete work; Ball Fields remain closed for maintenance.
- City Hall
  - Reviewed site with landscape contractor.

### **Special Events & Marketing**

- Salsa Festival: Updated layout for feedback from committee members; vendor registration opens Monday, January 12; working on quotes for entertainment and equipment needs.
- Inquired about displaying fireworks over the lake for the Great American 4<sup>th</sup>; staff will submit the RFP in early February.
- Posted 2<sup>nd</sup> Saturday Maricopa Market information on various Facebook groups to help get the word out.
- Created the vendor registration for 5k Fun Run and Walk.
- Created a newsletter of upcoming events for past attendees to get the word out and encourage vendor participation in future events.

### **Police Department**

- **VAPS Donations:** December 19, Pam Andrew and her mother, Carol Alsbrook donated hand knitted afghans to the police department for distribution through the Victim Assistance Program (see attachment).
- **Wild Horse Girl Scouts** December 24, members of the Wild Horse Girl Scouts Service Team delivered stuffed animals to the police department to be distributed to child victims, witnesses, and survivors. (see attachment).
- **MOMS Club of Maricopa:** In December, MOMS Club of Maricopa provided a donation of clothing, diapers, and gently used toys for the Victim Assistant Program for emergent child needs while waiting for CPS.
- **Final Interviews:** January 6, Chief Steve Stahl conducted the final interviews with three recruits for the position of police officer.
- **East Valley Police Chiefs Association:** January 7, MPD representatives were present for the first meeting of the East Valley Chiefs Association. The meeting was held to enhance cooperation and communication between law enforcement, criminal justice agencies, and related partners in the East Valley.
- **Truckers against Trafficking:** January 8, members of the Maricopa Police Department were present for the Truckers against Trafficking Law Enforcement briefing. The briefing was hosted by the Arizona Trucking Association, Truckers against Trafficking, PCAO, and PCSO. The event was intended for truck-stop managers and personnel to learn about local law-enforcement issues in Pinal County and Arizona.
- **2040 Vision Steering Committee:** December 9, department representatives attended a 2040 Vision Steering Committee meeting held at City Hall.



## **Fire Department**

### **Community Outreach, Public Safety Events, and Fire Prevention**

- MFD currently has two firefighters on extended military leave. We wish them a safe time during their training and deployments.
- Within this past week, department representatives installed a number of keys in lock boxes for senior citizens. The Senior Lockbox program is organized and run by Maricopa Seniors. Information may be obtained from them or applications are available from Fire Administration personnel.
- For the fun of it, MFD is attaching a “Then and Now” pictorial comparison of ladder operations and training. We’ve come a long way!

### **Emergency Calls**

Maricopa Fire Department responded to a total of 71 requests for emergency assistance this week, with 60 (85 percent) being medical in nature.

- **Ambulance Transports:** As a result of calls for medical assistance this week, 36 patients were transported by ambulance to surrounding hospitals for further evaluation and treatment.
- **Auto Accidents:** MFD responded to three reports of motor vehicle accidents, including a three-car accident with minor injuries.
- **House Fire:** E575 was dispatched to a report of house fire. Upon arrival, crews found moderate amounts of grey smoke showing from the front door. Additional units were dispatched to assist. Upon entry and investigation, the fire was found to be contained to the oven and crews were able to quickly extinguish it without further damage to the home. A search of the interior was performed and the utilities secured. The structure was then ventilated to remove the smoke. The homeowner was assessed and found to have some smoke inhalation, but refused treatment and transport. Photos attached.
- **Natural Gas Leak:** MFD responded to a report of a natural gas leak at a private residence that ended up being a loose fitting in a water heater pipe. The leak was fixed and the home was checked with a gas meter for any further contamination. The house was cleared and turned back over to the homeowner with the instruction to have the hot water heater looked at by a professional.
- **Alarm Indication:** MFD responded to five reports of smoke detector activations, all resulting in false alarms.

## **I.T. Department**

- **Arizona Cyber Threat Response Alliance:** The Arizona Cyber Threat Response Alliance (ACTRA) is a joint venture between the public/private sectors and the Federal Bureau of Investigation. Chief Information Officer, Cary Gielniak, attended the December quarterly meeting of the organization held at the FBI’s Phoenix headquarters.

- **Fuel Master System for Maricopa Fire Department:** Maricopa I.T. is working with representatives from the Maricopa Fire Department to implement a new server-based fuel management system called Fuel Master.
- **Maricopa Fire Department Network Upgrade:** The network upgrade is moving along. Most of the computers have been moved over to the new network; however, the Phoenix Fire “station packs” still must be re-routed. These station packs are the means by which Phoenix Fire dispatches the individual fire stations. Estimated completion date is February 16, 2015. In addition, I.T. will be working with Phoenix Fire to move their connection from Fire Station 574 to City Hall. This allows us to take advantage of a higher bandwidth fiber connection versus the copper connection currently in place.
- **Maricopa Fire Department Card-Key Access Deployment:** New door access readers were installed at Maricopa fire stations 571 and 574 and were linked to the City’s core door access system at City Hall.
- **Equipment upgrades:** Over the last several weeks four Microsoft Surface 3 tablets were procured, configured, and delivered to City staff members.
- **Spillman Access for Maricopa Police Department Officers:** I.T. configured the Spillman Passkey features for the officers and provided them to their supervisors for distribution.

Respectfully submitted,



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Gregory E. Rose, ICMA-CM  
City Manager



## Future Council Agenda Items

<u>Date</u>	<u>Meeting</u>	<u>Item</u>	<u>Contact</u>
January 20, 2015	WORK SESSION	Presentation: Hotel Feasibility Study	Michael Winer
January 20, 2015	WORK SESSION	Presentation by 3 Non-Profits as Required by the Maricopa Non-Profit Funding Program	Mary Witkofski
January 20, 2015	REGULAR	Public Hearing: Community Development Block Grant/ State Special Projects	Mary Witkofski
January 20, 2015	REGULAR	Public Hearing: Conditional Use Permit CUP14-03 for Tortosa HOA Office	Dana Burkhardt
January 20, 2015	REGULAR	Consent: Amendment to Sunland Contract for asphalt and crack seal	Bill Fay
January 20, 2015	REGULAR	Consent: Budgetary Transfer for \$45,000 for Recycling Services	Brian Ritschel
January 20, 2015	REGULAR	Consent: Grant Acceptance, CMAQ/ Joint Project Agreement (JPA) with ADOT for Hartman Road	Mary Witkofski
January 20, 2015	REGULAR	Consent: Grant Acceptance, HSIP/ JPA with ADOT for sign management system & regulatory/ warning upgrade/	Mary Witkofski
January 20, 2015	REGULAR	Consent: Preconstruction services for Copper Sky PD Substation (contract)	Bill Fay
January 20, 2015	REGULAR	Appointments to the Non-Profit Evaluation Committee	Mary Witkofski
January 20, 2015	REGULAR	Approval of 2015 Legislative Platform	Paul Jepson
January 20, 2015	REGULAR	Contract with Neu & Company	Ainsley Legner
January 20, 2015	REGULAR	Conditional Use Permit (CUP 14-03) for Tortosa HOA Office	Dana Burkhardt
January 20, 2015	REGULAR	Fee Waiver Policy for Community Services	Kristie Riester
January 20, 2015	REGULAR	GMP from Oakland for Public Works Building (Includes Presentation)	Bill Fay
January 20, 2015	REGULAR	Mid-Year Budget Review	Brian Ritschel
January 20, 2015	REGULAR	Ordinance: Amending Section 2-82 of the City Code to add the Age-Friendly Committee	Vanessa Bueras
February 3, 2015	WORK SESSION	Presentation on Zoning Map/Overlay Adoption and Implementation	Dana Burkhardt
February 3, 2015	REGULAR	Public Hearing: Consent to apply for 5311 grant	Dana Burkhardt
February 3, 2015	REGULAR	Consent: +\$25k Vendors	Brian Ritschel
February 3, 2015	REGULAR	Consent: Consent to apply for 5311 grant	Dana Burkhardt
February 3, 2015	REGULAR	Consent: Contract for Project Management Services	Bill Fay
February 3, 2015	REGULAR	Consent: Revilo, LLC lease amendment plus \$12,094.84 budget xfr - CON 15-04	Bill Fay
February 3, 2015	REGULAR	Community Services Fee Updates	Kristie Riester
February 3, 2015	REGULAR	Maricopa Manor Replat	Dana Burkhardt
February 17, 2015	REGULAR	Consent: Highway Safety Improvement/ Governor's Office of Highway Safety Grant	Mary Witkofski

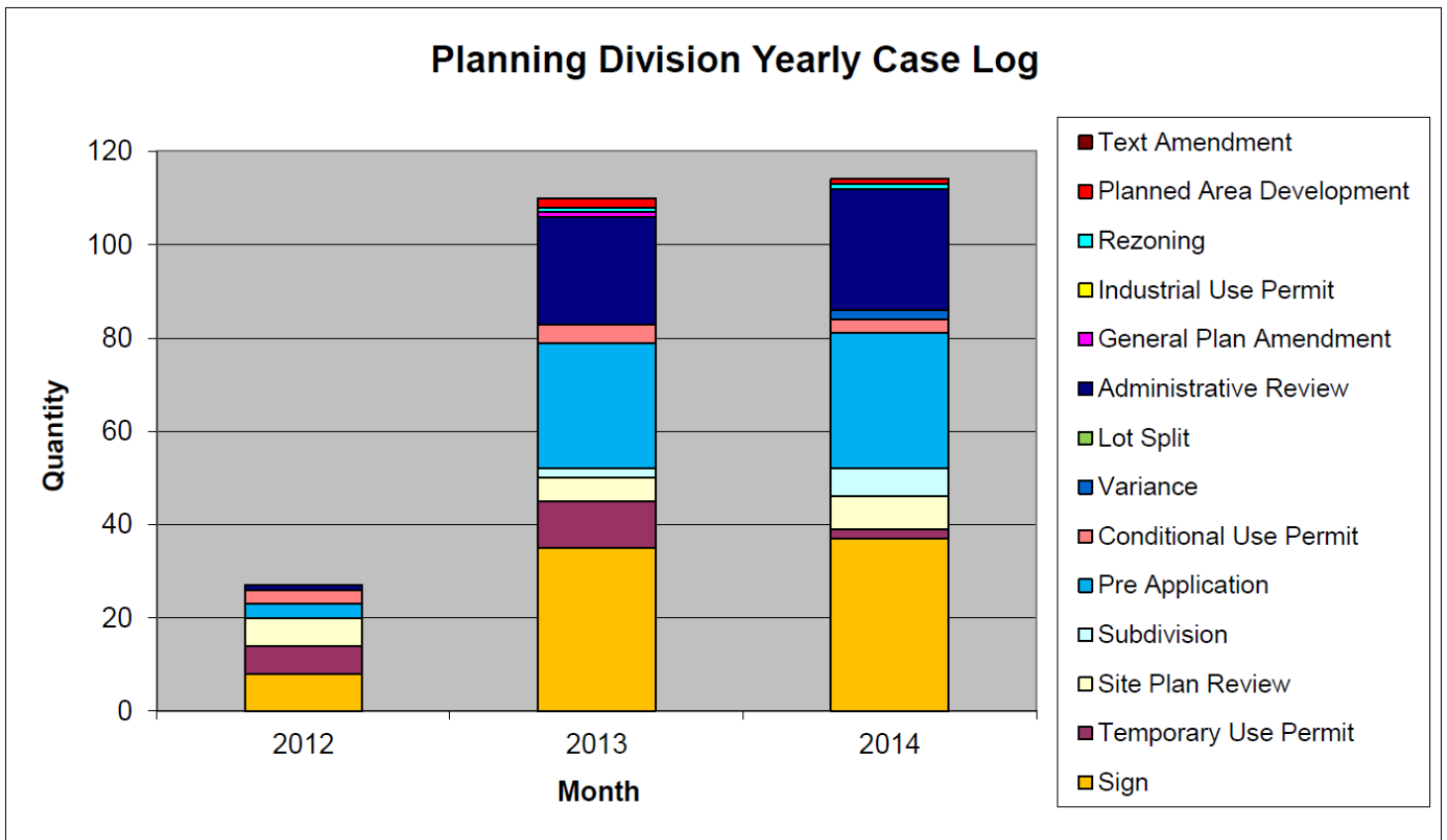
February 17, 2015	REGULAR	Resolution for Community Development Block Grant	Mary Witkofski
February 17, 2015	REGULAR	Resolution for State Special Projects	Mary Witkofski
March 3, 2015	REGULAR	Resolution for credit card transaction fee schedule	Dana Burkhardt
April 7, 2015	REGULAR	Consent: Resolution Fair housing Month	Mary Witkofski

**Development Services Department  
Building Safety Division**

Monthly Statistics	May 2013	May 2014	Jun 2013	Jun 2014	Jul 2013	Jul 2014	Aug 2013	Aug 2014	Sep 2013	Sep 2014	Oct 2013	Oct 2014	Nov 2013	Nov 2014	Dec 2013	Dec 2014
Total permits issued	103	112	89	101	79	87	75	88	63	98	93	102	71	73	59	100
• Single family home permits	51	16	42	37	39	38	33	24	17	34	39	18	23	6	17	21
• Swimming pool permits	22	22	15	8	20	29	10	11	20	15	13	18	13	4	11	13
• Solar permits	7	42	5	35	10	5	7	40	4	35	10	42	7	30	5	44
• Commercial permits	7	3	8	3	1	4	1	3	0	2	0	4	2	2	1	2
• Miscellaneous permits	16	29	19	18	9	11	24	10	22	12	31	20	26	31	25	20
Total number of new applications received	100	113	77	125	149	92	64	104	89	99	95	92	87	72	59	103
Plan reviews completed	87	104	68	98	65	69	33	86	33	87	61	83	73	73	53	94
Total number of performed inspections	888	423	867	496	912	498	731	522	559	551	598	561	505	473	523	423

## PLANNING DIVISION

### CY 2014 Year End Application Totals & Yearly Comparison



Planning Division Case Log			
Case Type	2012	2013	2014
Sign	8	35	37
Temporary Use Permit	6	10	2
Site Plan Review	6	5	7
Subdivision	0	2	6
Pre Application	3	27	29
Conditional Use Permit	3	4	3
Variance	0	0	2
Lot Split	0	0	0
Administrative Review	1	23	26
General Plan Amendment	0	1	0
Industrial Use Permit	0	0	0
Rezoning	0	1	1
Planned Area Development	0	2	1
Text Amendment	0	0	0
<b>TOTAL</b>	<b>27</b>	<b>110</b>	<b>114</b>











## Ladder Training “Then and Now”



Ketchikan VFD Circa 1960-1970



MFD Ladder and Equipment Check 2015









